



COUNTY OF MERCER
One-Stop Career Center
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Mercer County One-Stop Career Center
Questions & Answers from WFNJ Technical Assistance Workshop
March 18, 2014

Correction: page 4, under Activity Schedule

1. Committee Review Period: April 8, 2014 through April 24, 2014
2. Notification of Award: April 25, 2014 through April 28, 2014.

Note: United States Postal Service mailing address has changed;
Mercer County One-Stop Career Center
640 South Broad Street
PO Box 8068
Trenton NJ 08650

1. ETPL (Eligible Training Provider List) Clarification

- **Q.** Is ETPL approval needed for Entrepreneurship Training?
- **Q.** Is ETPL approval needed for programs that are not instructor lead but are self-paced, on-line programs?
- **A.** If the programs are pre-employment, job readiness and/or occupational skills training they will need to be on the ETPL. [See paragraph Training Evaluation Unit*](#)
- **Q.** Is ETPL approval needed if someone else is providing the training?
- **A.** Yes, whoever is responsible for providing the classroom training is the one that needs to be on the ETPL.

***The Training Evaluation Unit (TEU)** is responsible for the evaluation and approval of Training Providers (formerly called Chapter 531 providers). Training Provider program approval is required when a community-based organization (including not-for-profit, faith-based and charitable), labor organization, public/governmental agency or private business plans to offer pre-employment, job readiness and/or occupational skills training to customers under the Federal Workforce Investment Act, the New Jersey Workforce Development Partnership

Program, or WorkFirst New Jersey TANF programs.

All approved providers require annual reviews in order to maintain continued approval. Throughout the year, the TEU staff provides technical assistance to approved and prospective providers as well as customers of the New Jersey workforce readiness system. For more information, please contact the Training Evaluation Unit by e-mail at: TrainingEvaluationUnit@dol.state.nj.us or by phone at: 609984-5262.

2. Q. If we don't get selected for a contract this year is there a chance we can get it next year?

A. No, you would have to wait until the next WFNJ RFP cycle (2016-2018) and reapply.

3. Q. How do we determine the number for TANF slots?

A. Use the recommended slot costs outlined on page 19 to develop your budget, staff, facilities etc.

4. Q. In measuring "Goals for Employment" do you give consideration to the hourly rate?

A. Any job is considered a job even if it is only at the minimum wage. As of January 2014 in New Jersey the minimum wage is \$8.25 per hour.

5. Q. If the program is for 16 weeks when is the 80% attendance calculated?

A. It is calculated on a monthly basis from time & attendance reports received for GA/SNAP and from time submitted electronically for TANF.

6. Q. Can you explain how you determine the percentages for the performance based program goals?

A. The contracted program goals as stated in the RFP are as follows:

- Achieve 75% Enrollment of customers Referred
- Achieve 75% Completion of those Enrolled (completion is defined as attending 80% of the required number of hours for the contracted length of the program)
- Achieve 30% Placement of those Enrolled into subsidized and unsubsidized employment or On-the-Job Training (if applicable to the contract).

An example explaining how it is determined:

- 100 customers are referred to the program
- 75 would need to be enrolled
- 56 would need to complete the program
- 25 would need to become employed

7. Q. If there are 10 pre-determined federal Holidays and the vendors' facility is open on a holiday, how would this be reported?

A. The dates of the federal holidays are already entered into the E-Time system and the customers would not attend on those days.

8. Q. To apply for the CWEP program can the Respondent's organization be a for-profit or must they only be a non-profit.

A. CWEP worksites can only be in non-profit organizations. However, a for-profit organization can administer the program and partner with a non-profit for worksites.

Reminder: No one organization should submit for all slots in CWEP combinations, Job Search, Job Search Sanction, Job Readiness or Supported Work programs. In no case should an organization apply for more slots than what is listed in the RFP.

9. Q. If a customer enters a CWEP program and is interested in becoming a CNA etc., can they use the CWEP internship for training?

A. CWEP is an internship for learning work skills. If a customer is being referred into a CWEP they are usually not ready for occupational training. If they are ready for an occupational training program the One-Stop has other avenues for them to explore.

Note: Sanction Compliance programs are only funded through TANF in this RFP. There are no Sanction programs funded by GA/SNAP.

Note: When planning CWEP combination programs remember travel time must be taken into consideration for the customer who has to go to another site for the JSTDRT or EDRTE. The CWEP must be 25 hours per week, JSTDRT and EDRTE must be 10 hours per week. Travel time is not included in these hours.

10. Q. To clarify, a non-core program can be offered as a stand-alone program but a CWEP cannot be a stand alone program?

A. Yes, a CWEP can only be provided in combination with a non-core activity.

11. Q. Can we get a list of the attendees of this workshop?

A. Yes, it will be emailed to you and the list will be put on the website.

12. Q. In the proposal for Child Care Specialist the facility would be listed as Yard Avenue?

A. Yes, that is correct.

13. Q. Can you clarify what kind of an Audit a for-profit organization should submit? Is an Income Statement or a Profit & Loss Statement sufficient?

A. If your organization has never contracted with a government agency you may submit one of the following:

- profit/loss statement, or
- statement of comprehensive income
- Statement of revenue & expense
- Statement of cash flows

However, if your organization, whether for-profit or non-profit, is awarded a contract or has a current contract for an award funded through NJ Department of Labor and Workforce Development, you must adhere to both the Federal OMB Circular Letter 04-04 "Single Audit Policy For Recipients of Federal Grants, State Grants and State Aid", view at: http://www.whitehouse.gov/omb/circulars_default/ and OMB Circular A-133 "Single Audit Act". Circular A-133 sets standards for obtaining consistency and uniformity among Federal agencies for the audit of non-Federal entities expending Federal awards, view at: <http://www.state.nj.us/infobank/circular/cir0404b.htm>

All Subrecipients are expected to submit an Audit on a yearly basis (either fiscal or calendar year) of all grant funds expended within nine months of the contract's program year end. This audit must meet Government Auditing Standards (Yellow Book) and follow Generally Accepted Accounting Principals (GAAP)

Single Audit Report Components must contain the following

- Single or separate reports by the auditor
- Management letter
- Auditors opinion on financial statements and schedule of expenditures of federal/State awards
- Report on internal controls related to financial statements and major programs

- Report on compliance
- Schedule of findings & questioned costs.

14. Q. If you are partnering with another agency would the other agency need to submit all the Attachments?

A. Yes, Please refer to page 13 under Proposal Requirements, and under Written Narrative, page 35, item 11, Subcontractors.

Note: In the Written Narrative the number 6 was accidentally eliminated.

15. Q. Concerning Minimum Funding: If a respondent builds the budget on the most minimum need already, how can it be reduced?

A. If the budget cannot possibly be reduced – decreased any further than submitted without impacting the program then state the reason in the Narrative.

16. Q. If an organization is receiving vouchers that pay for the high school equivalency test from the Mercer County Board of Social Services would we not charge for the services that are already being provided by the County?

A. That is correct. The cost for the vouchers would not be built into your WFNJ budget but they can be included in the leveraged cost line item in your budget.

17. Q. To clarify what was said about estimates for the number of slots, we can submit for less than requested but we cannot submit for above the requested number of slots.

A. Correct.

18. Q. The CWEP internship, is it a curriculum or day to day activities.

A. CWEP is a 16 week program and it would be best to build the curriculum by the weekly activities, i.e.:

Week 1: Customer Assessments and detail.

Week 2: Curriculum: Skills attainments plan for the week, letters, fax machine, copier, etc

Non-Core portion of programs would need to have a defined curriculum.

19. Q. If a customer enters into an On-the-Job Training Contract is the vendor responsible for any safety issues?

A. An OJT contract is written through the One-Stop and a customer who goes into an OJT is considered an employee of the company from the start.

20. Q. How would the Internship apply to apprenticeship programs?

A. The CWEP internship would have to be within your organization.

Note: The One-Stop encourages vendors who have never contracted with us before to offer a Pilot program.

21. Q. Attachment C: Customer Timeline & Workflow. If WFNJ programs only run between 2 to 20 weeks how would we fill out this form?

A. This form can be adapted to fit your program and you may want to break the program down to weeks instead of months. We are looking for a brief summary of the program.

Base the timeline on your program outline, i.e.

- What are the weekly goals and objectives for a 16-week program, Week 1, 2, 3, 4?
- What are the goals and objectives for the 2-week sanction program?
 - Week 1: assessments
 - Week 2: cover letters, resumes, etc.

22. Q. How would salaries be charged if you are collaborating with a subcontractor, (i.e. for-profit with non-profit)?

A. One agency must be the lead agency who will supply all of the detail on the salary information, who is being paid from the grant, by name, title, percentage of time etc. The subcontractor must also submit all forms and information as it pertains to their responsibility for the program.

23. Q. What is the amount that can be charged for mileage reimbursement?

A. Reimbursement should be in accordance with your agency's policy. However, mileage cannot exceed the Federal Internal Revenue Service Standard Mileage Rate, which is \$.56 per mile. County run organizations cannot exceed \$.31 per mile.

24. Q. Is the outcome of employment counted from the 1st day of employment or do they have to remain in employment for 30-days?

A. Employment credit is awarded to the provider after 30 days of continuous employment and verification by the One Stop.

25. Q. Attachment D: Statistical Data for previous contracts. What do we do if we did not track the 80% rate?

A. If you worked with the TANF population this had to have been entered into E-time. You can go back to the timesheets from the last 2-year grant period. If

you don't have access to the information you will need to explain why in the written narrative. Give what information you do have and state how you will improve on this in the future.

26. Q. Is the Business Registration Number listed on the form the same as the Sequence Number?

A. Yes.

27. Q. Can you explain the 80% attendance for a participant with limited excused absences and does this include the holidays?

A. Federal and State regulations say that participants are allowed 10 excused absences, with good cause, per year. Excused absences exclude the 10 federal holidays. If your organization closes on days that do not fall on one of the holidays, or if you must close to cover snow days, etc, you must explain in the Written Narrative how you will help the participant with make-up hours i.e. you can build in flexibility for make-up hours by allowing customers to come one hour early in the morning, open 1 day on the weekends, allow them to do extra work, etc.